

BENEFIT SELF-SERVICE INSTRUCTIONS

Enrolling in Your COA Benefits Using Oracle Self Service

Benefits Open Enrollment must now be completed online! There are six main parts to this process and each is outlined in this step-by-step guide.

1. Access the OAB Website at www.atlantaga.gov
2. Click on Departments- then click Human Resources
3. Click on Employee & Retiree Benefits
4. Click on the Open Enrollment (OE) Quick Link
5. Enter your username: Employee ID and Password (*If you need an oracle password and your employee ID number please contact the help desk at 404.865.8949*).
6. In the navigator tool click on COA Employee Self Service then click on Benefits

Page 1: Dependents and Beneficiaries

This is where you will enter anyone you want to list as a dependent and or beneficiaries, if they are not there.

7. Click [Add Another Person](#).
8. Enter the person's Name and Relationship.
9. Enter their Address Information, or if they share the same residence as you, check the shared residence box.
10. Enter the Required Information
11. When finished, click [Apply](#).
12. Repeat steps 7-10 as many times as necessary to add Dependents and beneficiaries.
13. When you are ready to continue, click [Next](#).

Page 2: Benefits Enrollments

This page will show an overview of available benefits and your current status. To enroll move to step 14.

14. Click [Update Benefits](#)
15. Check the boxes ☒ [Add Dependents and Beneficiaries](#) next to the benefits you want to select. You can add dependents and beneficiaries at any time by clicking the button.
16. When you have made your selections and are ready to continue, click [Next](#).

Page 3: Update Benefits – Cover Dependents

This is where you will choose which dependents will be covered for your selected benefits.

17. Click on the box next to their name if you want them to be covered under this corresponding benefit.
18. When you have made your selections and are ready to continue, click [Next](#).

Page 4: Update Beneficiaries: Add Beneficiaries

This is where you can specify what percentage of any insurance payouts you want each of your beneficiaries to receive.

19. Choose which beneficiaries would receive anything as a primary recipient (for example, will your spouse receive 100% of the benefit if something happens to you)?
20. Choose which beneficiaries would receive anything as a contingent recipient (for example, what will your children receive if something happens to you and your primary recipient)?
21. To recalculate your total, click [Recalculate](#). Both the primary and contingent percentages should equal 100%.
22. Repeat for additional policies listed.
23. When you are ready to continue, click [Next](#).

Page 5: Add Primary Care Providers

24. Depending on the plans you have selected for your medical insurance, you may be asked to enter your primary care provider's ID, name and specialty.
25. When you are ready to continue, click [Next](#).

Page 6: Confirmation Page

This page allows you to review everything you have selected.

- If you want a printable version of this page, click [Printable Page](#).
 - If you want a Confirmation Statement, click [Confirmation Statement](#).
26. When finished, click [Finish](#).

You will then see another review of what you have selected.

If you want to make any changes, click [Update Benefits](#) and follow from step 14.

You're Done!